



## EMS Web App Account Request Instructions

Visit: [Our Website](#)

Click **"Welcome Guest"** in the upper right hand corner of the webpage

Click **"Sign In"**

Choose **"Request An account"** in the green button on the right side

Fill out the required information field using your official UCLA email (or email the email on file for your Student Organization)

Click: **"Request An Account"** at the bottom of the page

Types of Accounts:

**ASUCLA Department**– event organizer has an [asucla.ucla.edu](mailto:asucla.ucla.edu) email address and is associated with an ASUCLA department

**Registered Student Organization (RCO)** – organization must be registered with the SOLE or OFSL office and you must be listed as a current signatory.

**Student Government Organization**– organizations under the umbrella of USAC or GSA

**University Department** – event organizer has a [ucla.edu](mailto:ucla.edu) email address and is associated with a university department other than ASUCLA

**Off Campus Client** – anyone from outside of campus, or does not fall into the 4 categories above.

It may take up to 2-3 business days for your account to be approved. Once your account is approved you can start searching for availability for your next event or meeting and request the reservation be made.

If you have any questions please contact our office. You can reach us via phone at (310)-206-0832 or via email at [reserve@asucla.ucla.edu](mailto:reserve@asucla.ucla.edu).